

## COMMUNITY-BASED ADULT SERVICES CBAS FILE DROP WEB PORTAL SUBMISSION INSTRUCTIONS

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The CBAS File Drop web portal allows providers to securely submit the Participant Characteristics Report (PCR) (CDA CBAS 293) to the California Department of Aging (CDA).

The PCR contains confidential and protected health information (PHI), and all PHI is subject to regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

*Do not share your username and/or password with anyone.*

### INSTRUCTIONS FOR SUBMITTING THE PCR VIA THE CBAS FILE DROP

STEP	ACTION
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| 1 | Go to: <a href="https://cbasfiledrop.aging.ca.gov/">https://cbasfiledrop.aging.ca.gov/</a> using your internet browser.                                                                                                                                             |
| 2 | Enter your Username and Password and click <b>Login</b> . <ul style="list-style-type: none"><li>• Username format is "first name.last name"</li><li>• Password can be reset via the "Forgot My Password" link from the CBAS File Drop Web Portal homepage</li></ul> |

NOTE: Your username and temporary password will be issued by CDA. Upon logging in the first time, you will be prompted to change your temporary password.

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| 3 | Click <b>Browse for File</b> and select your PCR Microsoft Excel file.                |
| 4 | Once you have selected the Microsoft Excel file for upload click <b>Upload File</b> . |
| 5 | Click <b>Ok</b> from the pop-up message that confirms your successful upload.         |
| 6 | Click <b>Logout</b> in the upper right corner of the screen.                          |

**NOTE:** By repeating the steps above, you may replace your most recently uploaded PCR until CDA has closed the submission period.